



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-MICHIGAN**  
44370 N. Jefferson  
Selfridge, Michigan 48045-4941

**ANNOUNCEMENT NUMBER 11-05**

**FLEXIBLE**

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2005  
CLOSES: OPEN CONTINUOUSLY

**TITLE:** LABORER, NA-3502-01  
**AGENCY:** U.S. Army Garrison-Michigan (SANG)  
**LOCATION:** MWR FUND, Operations Branch-Golf Activities  
Selfridge ANG Base, MI 48045-5016  
**SALARY RANGE:** \$7.03 PH

**DUTIES:** Performs some or all of the following duties alone or as a member of a work crew:

1. Opens and unpacks cartons of materials and removes contents. Moves or uses hand truck to move various items requiring delivery or storage. Sets up and breaks down multi-functional areas. Arranges mobile furniture, movable walls, light equipment, etc.
2. Polices assigned areas, collects and disposes of trash and debris, cuts grass and pulls weeds, waters grass and flower beds, spreads mulch, and rakes leaves. Shovels snow and puts down salt.
3. Washes and waxes vehicles.
4. Sweeps, vacuums, mops, scrubs and waxes floors. Uses industrial household cleaners to clean, disinfect and deodorize windows, mirrors, fixtures, and facilities. Replenishes supplies as necessary. Reports facility condition to supervisor including the need for repairs. Dusts and polishes furniture. Empties trash.

Performs all duties as assigned.

**CONDITION OF EMPLOYMENT:** Electronic Fund Transfer (ETF) is mandatory.

**WHO MAY APPLY:** Any qualified person who meets the qualification requirements below.

**QUALIFICATION REQUIREMENTS:** No experience necessary. Applicants must be able to lift or move object weighing up to 45 pounds with frequently carrying of light to moderate weight objects. Required to stand, walk, bend and kneel for lengthy periods of time.

**HOW TO APPLY:** 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **11-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders.

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)  
Non-Appropriated Fund Human Resource Office  
PECP-NCR-G/NAF, Bldg 970, Room 107  
44370 N. Jefferson  
Selfridge ANG Base, MI 48045  
Phone Number (586) 307-5691/5701  
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES  
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING  
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND  
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT  
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF  
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT  
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED  
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP  
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE  
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED  
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE  
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A  
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND  
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.  
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE  
BASIS.